

Induction Checklist

Task	Sign	Date
All foster carers should be provided with or know how to access the foster carer handbook and relevant policies and procedures (Available via http://telfordchildcare.proceduresonline.com/contents.html)		
Ensure the Foster Carers bank details forms have been completed.		
Ensure the welcome email has been received by the foster carers		
Ensure that foster carers have the secure and lockable place where they can store confidential information		
SSW to discuss with the foster carer the expectation regarding recordings for children placed with the family, recording medication and completion of incident forms.		
SSW to go through the templates for recordings		
SSW to go through the Foster Carer Agreement with the carers and ensure that this is understood and signed		
Provide carers with copies of the expense claims forms and talk to them about how and when these should be completed		
Complete the supervision agreement, discuss with the carers the purpose of supervision, how this will be recorded and agree future supervision dates.		
Ensure that carers are aware of the Statement of Purpose and how they can access this		
Discuss with carers what to expect regarding information about a child and check that they know what information they should be asking for when considering a placement		
Ensure that the foster carer understands the purpose of the statutory reviews for children looked after and their role within this		
Provide carers with a copy of the Children's Guide for all ages of children		
Ensure that the carers have access to the current foster carer training manual		
Complete the Personal Development Plan for each carer		
Ensure the carers profile on OLLIE has changed from pre-approved status and the Supervising Social Worker is allocated as the manager on OLLIE		
Ensure that the foster carers have the appropriate TSDS (Training, Support and Development Standards) induction workbook. This should have been provided during the assessment stage. SSW to discuss with the foster carer a strategy as to how the foster carer(s) will be able to gain the knowledge and experience to enable them to evidence the workbook. For carers who are not temporarily approved it is also advisable to check that they have received the cross referencing grid linking the assessment process with the Training, Support and Development Standards (TSDS) so this can contribute to their workbook. Those who are temporary approved should receive this when their assessment has been completed. The Training support and		

